REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.
DDS/OL/PD-5

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Quarterly Financial Report - Stock Account No. 3		X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL	X	FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Orig & 4	Quarterly	4

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.	Stock Account No. 3 Admin. Plan
	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OL/PD/GPB/CPS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	10.21		2		20.42		4		81.63
GS-6	3.74		4		14.96		4		59.84

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	141.47

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Financial Report required by Stock Account No. 3 Admin. Plan

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
X RETAIN AS IS OTHER (explain)		
CHANGE		STAT
DISCONTINUE		

16. DATE OF INVENTORY		18. EXTENSION
9/21/70	Chief, OL/PD/GPB/CPS	

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FORM 142
9-70